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MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Requirements for Accomplishment of the Procurement and Supply Mission.

1. I have studied at some length the proposal submitted by Mr. James A. Garrison, Chief of Procurement, for the establishment of the Office of Procurement and Supply and I feel that the main concepts reflected in his proposal are excellent.

2. In reviewing the mission, functions and organizational structure contained in the attached plan, which, incidently, has been prepared in a most thorough manner, it appeared to me that consideration might be given to the following:

a. Establishment of a Policy, Planning and Control Staff to perform the duties set forth in the plan for: (1) Assistant to Chief (Covert); (2) Assistant to Chief (Overt); (3) Procurement Planning Staff; and, (4) Procedural Analysts in the Supply Division. In addition, this Staff should be responsible for the preparation of the "Procurement and Supply Manual". Through the centralization of these activities it should eliminate the necessity of giving organizational recognition to individuals, reduce span of control and in general effect economy in personnel utilization.

b. The merging of the shipping functions with the warehouse activities since they are so closely related. Also the of the Traffic Branch should be merged with the organizational element responsible for the procurement control functions in order to reduce paper work and to provide one point within the Procurement and Supply Office to obtain complete information concerning both the procurement and shipment of supplies. In this connection it would seem that a thorough study should possibly be made of methods and procedures from the initiating of transactions by operating divisions to the final dispatch from port.

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c. The utilization of machines and personnel of the Machine Records Branch, Administrative Service, to perform the IBM functions of the Office of Procurement and Supply. This should conserve both equipment and personnel.

d. The continued assignment of all truck drivers to Administrative Service with the understanding that prompt and adequate service will be provided for the handling of the Supply Division requirements.

3. In view of present budget considerations it would seem that every effort should be made to reduce personnel requirements to a minimum consistent with the proper performance of the assigned mission.



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W. L. PEEL
Chief, General Services

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